

**STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII**

**December 21, 2004**

**ADDENDUM A**

**TO**

**REQUEST FOR PROPOSALS  
NO. PSD 05-CPS/SA-04**

**SUBSTANCE ABUSE TREATMENT CONTINUUM  
October 12, 2004**

December 21, 2004

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REQUEST FOR PROPOSALS  
NO. PSD 05-CPS/SA-04

SUBSTANCE ABUSE TREATMENT CONTINUUM  
October 12, 2004

The Department of Public Safety is issuing this addendum to PSD 05-CPS/SA-04, Substance Abuse Treatment Continuum for the purpose of responding to questions that arose at the orientation meeting of November 3, 2004 and written questions subsequently submitted in accordance with Section 1-V, of the RFP. The RFP is not amended. The proposal submittal deadline is not amended.

Should you have any questions, please contact Terri Ohta, Acting Administrative Services Officer at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1236, fax: (808) 587-1244.

Written questions and answers regarding RFP No. PSD 05-CPS/SA-04:

1. Which of the eight correctional facilities statewide is the Department seeking the availability of primary treatment services via this RFP?

Primary services and continuing care for Halawa Correctional Facility (HCF), Waiawa Correctional Facility (WCF), Kulani Correctional Facility (KCF), Women's Community Correctional Center (WCCC), Oahu Community Correctional Center (OCCC), Kauai Community Correctional Center (KCCC), Maui Community Correctional Center (MCCC) and Hawaii Community Correctional Center (HCCC).

2. What is the difference between Continuing Care and Aftercare?

Continuing Care is identified as follow up services upon completion of the offender's Primary Care and is provided within the correctional facility. Aftercare is intended to be provided at the facilities that have furlough programs when offenders are transitioning back into the community.

3. Does this RFP allow for the possibility of limited subcontracting for some services on the neighbor-islands?

Yes, with Department approval.

4. How many inmates are served in this program on an annual basis? How many are served at any given time? Please provide information by gender and by island.

In FY '03-'04, 380 male and female inmates were admitted into the program and 233 completed the program on the islands of Oahu, Kauai and Hawaii. Daily attendance fluctuated between 42 and 84 statewide among six facilities. WCCC admitted about 60 inmates and 40 graduated.

5. Does the vendor need to provide a site, or sites, for Aftercare Services? If so, how many sites are required (e.g., one for each island listed in the RFP)?

Yes, the Department's preference is that the Vendor provides a site on each island for Aftercare Services. In the event that there is no Vendor site, the Department is requesting for Aftercare Services at the Community Correctional Center as inmates transition back into the community on furlough status. However, not all facilities will have space available for Aftercare Services.

6. Where will Aftercare Service be provided (i.e., in the community, in the state's community-based correctional facilities or both)?

It can be provided in both places, community as well as the facility. Preferably in the community.

7. Does the program require a specific number of staff or staffing ratio?

At least one counselor for a group of 18 inmates (maximum number).

8. Please provide locations of prisons where vendor will be required to provide in-prison treatment services.

Halawa Correctional Facility  
99-902 Moanalua Road  
Aiea, Hawaii

Hawaii Community Correctional Center  
60 Punahele Street  
Hilo, Hawaii

Kulani Correctional Facility  
HC 01 Stainback Highway  
Hilo, Hawaii

Kauai Community Correctional Center  
3-5351 Kuhio Highway  
Lihue, Hawaii

OCCC Laumaka Work Furlough  
647 Laumaka Street  
Honolulu, Hawaii

Maui Community Correctional Center  
600 Waiale Drive  
Wailuku, Hawaii

Waiawa Correctional Facility  
94-560 Kamehameha Highway  
Waipahu, Hawaii

Women's Community Correctional Center  
42-477 Kalaniana'ole Highway  
Kailua, Hawaii

9. Is there an existing vendor who currently provides these services? If so, who is the vendor and how long has the vendor had this contract?

The current vendor is Salvation Army. They have provided services to the Department for the past 12 years.

10. What services are to be provided on the neighbor-islands? Can you provide an approximate number of individuals to be served by island?

All of the services as specified in the RFP. We cannot provide the numbers by island. However, the daily attendance statewide fluctuated from 42 to 84 inmates at six facilities.

11. Is drug testing an expectation? If so, who bears the cost, PSD or vendor?

Yes, the Department is mandated to conduct urinalysis testing of all the inmates. The Department bears the costs of all the urinalysis supplies for testing. The vendor provides the name of inmates admitted into the program for testing.

12. Please confirm that all services will be provided in state facilities. If this is true, why are bidders asked to provide a description of their facilities on page 3-3 of the RFP?

Preferably Aftercare services will be provided to furlough inmates at the Services Provider's facility.

13. How far apart are the five facilities on Oahu (i.e., driving time)?

Depends on the traffic congestion. Approximately half hour between facilities.

14. Does staff have to be credentialed in any way?

We prefer substance abuse certification of the staff providing direct services.

15. Are booster sessions conducted on a group or individual basis, or both? What frequency of booster sessions is expected? Will the Department determine the need for booster sessions or will the vendor?

The Department will have the final decision as to who will receive services, what types of services and for how long.

16. What equipment, if any, will be provided by the Department (i.e., telephone, fax, computer, printer, file cabinets, desks, offices, etc)?

The Department will provide a room for the Service Provider to provide the necessary services. No equipment or other items. However, the Provider could use the Department staff's telephone, fax or other items that staff approves use.

17. Who will perform the LSI/ASUS prior to the referral?

The Department's Case Managers will conduct the assessments.

18. Could we get a sample copy of the LSI/ASUS to review?

Refer to Attachment #1. The Department will provide training on reading and interpretation of the instrument.

19. According to page 2-8, individual counseling might be recommended for "approximately 15 minutes" for the offender. A session to address "issues not appropriate for the group meeting" could potentially take more than 15 minutes. Is there any allowance for additional individual therapy time, as necessary to appropriately treat the offender?

There will be allowances but with Department staff's approval.